

Prudence Island Water District

Minutes of meeting: November 15, 2008

Meeting was called to order at 1:00 p.m. Present were David Buffum, moderator; Patricia Richard, clerk; Robert Hanson and Phillip Brooks. Absent was Richard Brooks

Approval of minutes of meeting for November 8, 2008: Motion by Mr. Phillip Brooks, seconded by Mr. Hanson, approved unanimously.

Hiring - Ms. Richard reported having received letters of interest facilities operator assistant from Nate Bacon and Shannon Cubellis and day labor from Steve Butler. She said that she also received one inquiry from the mainland, but that person wanted 30 hours a week. The board has scheduled interviews for the following Saturday, Nov. 22 in advance of the public meeting.

Operations budget – Mr. Buffum handed out a second draft of the proposed budget for the coming year, also broken down by month. He said he had added a line item for parts of \$2500 annually. Also budgeted for telephone. Ms. Richard said that she had discussed getting a cell phone with Will Capron so that district would have emergency access number for him. She said that she would loan her phone to him to try out, because the service was inexpensive, but also had “dead zone” spots. Mr. Buffum said that he budgeted \$500 for bank fees. He asked board members to look over the budget

during the week and would revisit at next meeting. Ms. Richard said that putting day labor under subcontractors would not meet labor laws. Ms. Richard said that she had been looking over conservancy leases and there was an ambiguity in the payment schedule for the lease including Army Camp, Broadway and Dewitt. She said that the board should consult with Robert Marshall, Conservancy chairman, regarding payment schedule.

Annual meeting calendar. Ms. Richard presented the board with proposed annual meetings calendar. She noted that because 2009 is an election year and election falls on a regular meeting day, she modified the schedule for regular meetings to resume on a 2-week schedule beginning on the Saturday following the election. She said that she also did not schedule any meetings for the last 2 weeks in December. Motion to accept by Phil Brooks, seconded by Mr. Hanson, approved unanimously.

Customer accounts – Mr. Buffum said that he had scheduled a meeting with his accountant to look at the features in quickbooks and asked Ms. Richard to meet with him on Wednesday evening to go over what he had done. Ms. Richard told the board that she and Mr. Buffum had met and were able to import the PIUC customer file and alter the templates, they were not able to figure out how to batch process the billing. She said that judging by what she had seen, that it would be best to start with a clean file after the billing went out. She said that she also thought that the district needed its own laptop for

the work, but that now was not the time to be buying it. She also informed the board that the district's accountant had been unavailable because he has personal family issues to be resolved. Mr. Buffum said he would ask his accountant about payroll module for quickbooks.

Technical:

Phil Brooks said that he wouldn't be doing streamflow and well monitoring until the following week.

Systems manager's report: Will Capron reported that Mr. Rinker had told him electrical components for water tank monitoring had been paid for but that technician was still waiting for parts to be configured at the factory. No target date has been set.

Water sampling - Mr. Rinker said that all required testing for 2008 had been done except the monthly bacteria testing and that the schedule for 2009 was not available yet. Bacteria test of October 23 was clean.

Mr. Capron reported having dismantled sequestering system and asked if he could remove the wiring himself or if an electrician should be hired. He said it was a very simple job and felt that he could easily do it. He said the circuit is shut off and no immediate need to remove, but should be done. Mr. Buffum said that the board would take the matter under consideration.

Aermotor contact said that “spare pump” is drastically different than what is currently in use and is sending technical info to Mr. Capron. Industrial Pump is one of their distributors so there is continuity of vendors, possibly can return “spare” for more suitable unit.

Drain basin parts purchased for bottom of Sandy Point hill are inadequate. Mr. Capron asked if parts could be returned. Ms. Richard said that window for returns was very narrow and not to expect much. Mr. Capron gave invoice to Ms. Richard; she said that she would contact vendor to see what could be done.

Mr. Capron said that Richard Owen told him that one connection is feeding two houses on his property and he wants separate service connection. Mr. Capron told him that work could not be scheduled immediately, but would be noted as future project.

Mr. Capron said that he is aware of a property where a new house is to be constructed and water line runs across; needs to be moved. He said he also was aware of service connections with no company shutoff. Ms. Richard asked if Mr. Capron was documenting these irregularities and he said they were all in his notebook.

Immediate need for 1/2-inch brass plugs. Immediate need for 3/4-inch threaded to barbed adapters. Ms. Richard said that she was in the process of setting up accounts with local vendors. Arnold Lumber, Industrial Pump, Plumbers Supply, FW Webb. Phil Brooks suggested

M&G Plumbing Supply in Warren.

Mr. Capron asked about maintaining an inventory of parts for repairs for customers and performing service work on customer side of the connection. Mr. Brooks said that in order to help standardize parts, water companies often maintained an inventory of parts for customers. Ms. Richard said that water company actually performing repairs on customer side of connection could be liability issue, said she would check it out with insurer or legal. Mr. Brooks said that he had seen a form holding water company personnel harmless from liability when working on customer-side jobs.

Cabinet for pumphouse. Ms. Richard said she found cabinet close to Mr. Capron's specs online for \$130, free shipping, casters an extra \$44. She suggested waiting until after billing cycle passed to buy. Mr. Capron agreed.

Correspondence: Demand letter Bank of America. Forwarded to HinckleyAllenSnyder, RICWFA received Friday afternoon. Some confusion over amount of requisition. Should be resolved on Monday. Overdraft notice from Bank of America \$70 for checks, deposit slips, stamp. Called BOA client manager, fee waived.

Received 5 electric bills; should have received 6... Homestead property missing, Ms. Richard will call National Grid, also will inquire about budget plan, electronic billing once budget plan is in place.

RI Division of Taxation regarding employer contributions for

unemployment, job development, and employee TDI. Ms. Richard said she needed further clarification of options, but suggested that the district do the contributions as any other business would.

Invoice for RI Interlocal Risk Management Trust for insurance. Said she had sent property list and equipment list to Colleen Bodziony but had not yet heard back from. Motion to approve payment to RI Interlocal in the amount of \$2000 by Mr. Brooks, seconded by Mr. Hanson, approved unanimously. Mr. Buffum, acting as treasurer, countersigned check.

Other: Ms. Richard still working on Portsmouth tax exemption, needs more info from PIUC. Received certified charter from HAS.

Ms. Richard said that since bill paying would be a regular event that she would be adding purchasing and treasurers report as line item.

Mr. Buffum said that she had been contacted by Anna Levesque of Farnham Farm Board offering use of Milk House for district for a fee. Mr. Brooks said that we were still operating under a lease at world headquarters. Ms. Richard said that her concern was that Farnham Farm was not within the district boundaries. Mr. Capron said it was too far away for efficient operations. Mr. Buffum said he would inform Mrs. Levesque.

Motion to adjourn by Mr. Buffum, seconded by Ms Richard, approved unanimously. Meeting adjourned at 2:20 p.m.

Patricia Richard, Clerk